

## Motor Pool

### DESCRIPTION OF MAJOR SERVICES

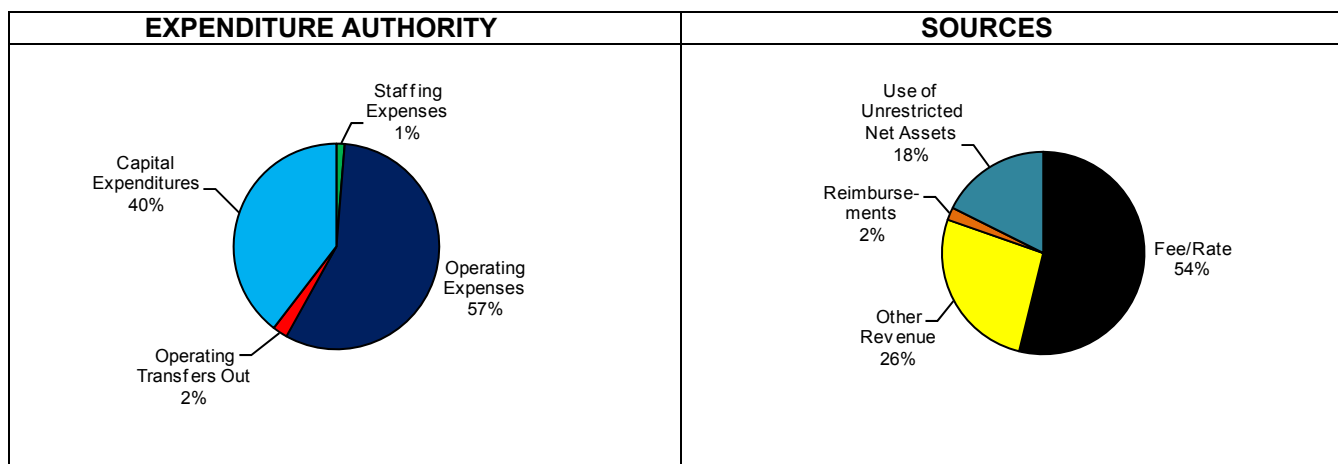
Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,700 automobiles, vans, pick-up trucks and various specialty vehicles/equipment assigned to County departments. The Motor Pool coordinates collection and distribution of vehicle replacement funds, fuel, maintenance, insurance, overhead and other operational costs of fleet vehicles.

#### Budget at a Glance

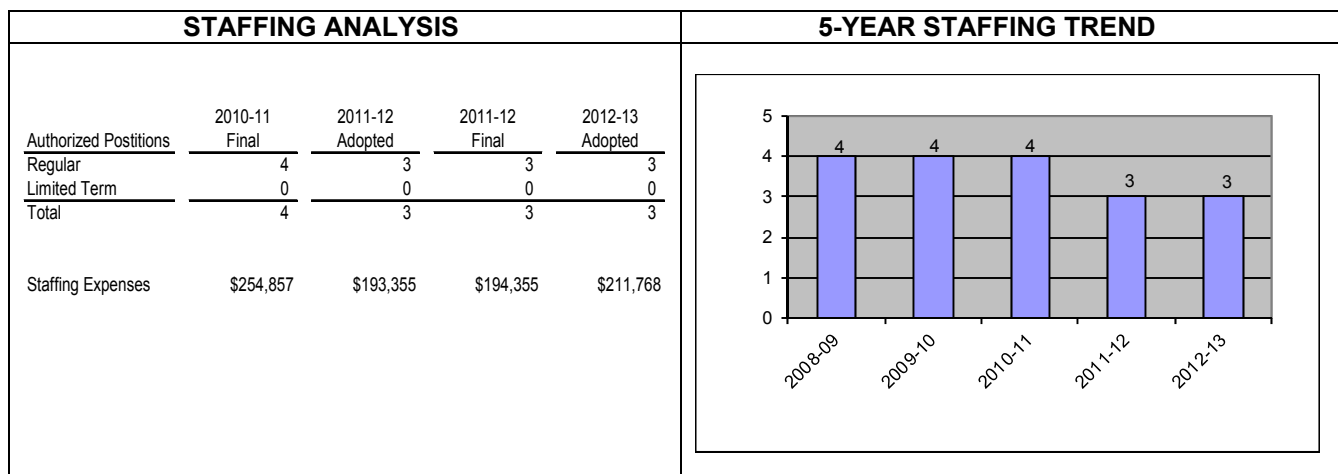
Total Expenditure Authority	\$16,429,374
Total Sources	\$13,534,200
Net Budget	(\$2,895,174)
Estimated Unrestricted Net Assets	\$11,400,000
Use of Unrestricted Net Assets	(\$2,895,174)
Total Staff	3

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board of Supervisor's approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

### 2012-13 ADOPTED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration  
DEPARTMENT: Fleet Management  
FUND: Motor Pool

BUDGET UNIT: IBA VHS  
FUNCTION: General  
ACTIVITY: Other General

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
<b>Appropriation</b>							
Staffing Expenses	241,981	248,824	254,780	193,453	194,355	211,768	17,413
Operating Expenses	9,417,112	8,945,664	8,634,668	8,965,497	8,966,383	9,330,590	364,207
Capital Expenditures	4,434,729	177,489	2,397,490	3,388,965	3,394,680	6,500,000	3,105,320
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	14,093,822	9,371,977	11,286,938	12,547,915	12,555,418	16,042,358	3,486,940
Reimbursements	(284,137)	(311,120)	(350,448)	(376,390)	(376,600)	(333,700)	42,900
Total Appropriation	13,809,685	9,060,857	10,936,490	12,171,525	12,178,818	15,708,658	3,529,840
Operating Transfers Out	64,809	0	231,612	690,878	690,965	387,016	(303,949)
Total Requirements	13,874,494	9,060,857	11,168,102	12,862,403	12,869,783	16,095,674	3,225,891
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	49,770	49,770	0	(49,770)
Fee/Rate	8,778,729	9,358,649	9,204,941	8,519,133	8,519,000	8,845,500	326,500
Other Revenue	5,711,083	3,374,435	2,458,430	4,030,170	4,161,730	4,355,000	193,270
Total Revenue	14,489,812	12,733,084	11,663,371	12,599,073	12,730,500	13,200,500	470,000
Operating Transfers In	0	93,502	1,378	0	0	0	0
Total Financing Sources	14,489,812	12,826,586	11,664,749	12,599,073	12,730,500	13,200,500	470,000
Net Budget	615,318	3,765,729	496,647	(263,330)	(139,283)	(2,895,174)	(2,755,891)
Budgeted Staffing					3	3	0

## BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Motor Pool budget unit include an increase in capital expenditures of \$3,105,320 due primarily to an increase in the number of assigned vehicles that have exceeded the replacement cycle. The Department uses a nationally recognized, state-of-the-art, "life cycle cost" financial model to determine the optimal vehicle/equipment replacement point. Additionally, operating expenses are increasing by \$364,207 due primarily to an increase in costs of maintenance, repairs, and fuel.

Departmental revenue is increasing by \$470,000 due primarily to an increase in variable/per-mile revenue and an increase in monthly fixed charges.

## MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses make up the majority of the budget unit's expenditures. These expenses include transfers to the Garage budget unit of \$4.1 million and \$3.7 million for vehicle maintenance and repair, and fuel, respectively. Additionally, capital expenditures include \$6.5 million for the purchase of new vehicles. These expenditures include an approximate distribution of \$2.7 million for the purchase of trucks/sport utility vehicles, \$2.3 million for sedans, \$1.0 million for vans, and \$0.5 million for service trucks.

Departmental revenue of \$13.2 million primarily includes \$7.1 million from variable/per-mile revenue, \$5.5 million from monthly fixed charges and \$0.5 million from auction proceeds.

## STAFFING CHANGES AND OPERATIONAL IMPACT

The Department is deleting 1 vacant Fleet Services Manager position and adding 1 Staff Analyst II position. This staffing change will better match the Department's requirements.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Motor Pool	3	0	3	2	0	1	3
Total	3	0	3	2	0	1	3

Motor Pool	
<u>Classification</u>	
1	Staff Analyst II
1	Vehicle Services Shop Supervisor
1	Motor Pool Assistant
3	Total